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| **Project Name: Time Tracking System** | | | | |
| **Manager Session 1** | | **Date: November 1, 2015**  **Time: 6:00 PM**  **Duration: 1 Hour**  **Location: Virtual** | | |
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| **Unique ID:** | *Manager\_01112015\_1800* | | | |
| **Stakeholder:** | *Name: Robert Pate*  *Title: Manager*  *Employer: Lifesize, Inc.*  *Email: robert.pate@gmail.com*  *Phone: 512-827-8137*  *Viewpoint: Manager* | | ***Stakeholder:*** | *Name:*  *Title:*  *Employer:*  *Email:*  *Phone:*  *Viewpoint:* |
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| **Requirements Engineer:** | *Name: Greg Williams*  *Email: 512-720-0555*  *Phone: 512-720-0555* | | **Scribe:** | *Name: Neel Shah*  *Email: neel.shah.528@gmail.com*  *Phone: 817-681-2939* |
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| **Session Goals and Desired Outcomes** | |
| **Goal** | **Description** |
| **Topics for goals may include:** | * *Understand difficulties with current system and identify what this user envisions to solve them.* * *Drill down on key functions with descriptions.* * *Expand on key scenarios - uncover additional scenarios.* * *Further layout of timing requirements.* * *Expand on data requirements.* * *Clarify key expectations, success factors, etc.* * *Change management / Implementation concerns.* |

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| **Outcomes and Products** | **Description** |
| **Outcomes and Products may include:** | * Additional information required to formulate * Vision Document. * Additional scope (functional) * Stakeholder expectations (nonfunctional, project) * Detailed process diagrams from this user’s perspective. * Expanded detail for data dictionary. * Stakeholder Analysis for Manager SME. |

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| **Input to Guide Requirements Acquisition Session** | |
| **Portion of System under Discussion** | Manager Interface for notification, approval, rejection and overrides of employee time entries. |
| **Guiding Scenario (if used)** | Manager is Notified of Expense: When an employee submits an expense entry, the manager will be emailed about the successful employee submission... |
| **Reference Documents** | n/a |

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| **Action Items or Outstanding Issues/Requirements from Previous Sessions (if necessary)** | | | |
| **Previous Session Date** | **n/a** | **Previous Meeting Purpose** | **n/a** |
| **Number** | **Description** | **Assigned To** | **Status** |
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| **Planned Questions** | |
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| **Question**  **#** | **Description** |
| 1 | What are difficulties managers face with the current system? |
| 2 | What are the current features that are helpful? |
| 3 | Can you walk us through the typical workflow for the manager role in this product? |
| 4 | What kind of information do managers expect the system to remember? |
| 5 | Is there anything this product is NOT supposed to do? |
| 6 | What do you think would make this product successful? |
| 7 | What kind of reporting do managers need to be able to do with this product? |
| 8 | Are there any installation requirements we need to be aware of? |
| 9 | Are there any Nonfunctional requirements we need to be aware of? |

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| **Notes:** |
| 1. What are difficulties managers face with the current system?    1. Different systems that **don’t track time related to projects**    2. One system has tracking time against tickets (issues, bugs, features, user stories) but **does not roll up to the project level**    3. One system is complete manual time entry .. no timers. One button click would be nice 2. What are the features that are helpful?    1. Rollup hours to the project level    2. Billing reports have project information    3. Being able to see the number of hours spent on issues for estimation    4. Integration with ticketing system (JIRA?)    5. User breakdown (might overlap with JIRA functionality) 3. Can you walk us through the typical workflow for the manager role in this product?    1. Manager gets an email (so and so worked X hours, can you approve?) **on Monday mornings** (Sunday 11:59PM in report timezone is cut off)    2. Drilldown available somehow (Email has accept button? and decline button?)    3. Project break out visible    4. Accept and Decline    5. Ability to override entry values 4. What kind of information do managers expect the system to remember?    1. Hours as related to projects or tickets or something (or nothing? manual entry?)    2. Projects (JIRA) and/or epics (JIRA)    3. Tickets and their parents (JIRA)    4. When employee submits hours    5. Historical information 5. Is there anything this product is NOT supposed to do?    1. No ticketing    2. *Not sure what accounting department wants or needs (what kind of reports? legacy systems?)*    3. Not simply a JIRA extension    4. No estimation 6. What do you think would make this product successful?    1. Integration with existing systems to avoid workflow interruption but at the same time make the entire process more efficient    2. Level of associative detail (find a happy medium) 7. What kind of reporting do managers need to be able to do with this product?    1. Hours on project    2. Personnel (individuals and teams) on project 8. Are there any installation requirements we need to be aware of?    1. Smallest amount of local interaction as possible (Try not to involve IT) 9. Are there any nonfunctional requirements we need to be aware of?    1. **No loss** of submissions/requests    2. Cost less than JIRA or similar products (since it is a smaller set of functionality) |
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| **Action Items** | | | |
| **Action Number** | **Description** | **Assigned To** | **Due when** |
|  | **Represent Requirements based on this document** | **Neel** | **2015–11-14** |

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| **Agreements and Approvals** |

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| *On the delivery date listed, I agree to deliver notes documenting this requirements session to the Stakeholder’s listed below.* | | |
| **Requirements Engineer Name** | **Requirements Engineer Signature** | **Delivery Date** |
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| *The above requirements session report accurately reflects the session for which I served as an expert on the dates indicated above.* | | |
| **Stakeholder Name** | **Stakeholder Signature** | **Approval Dates** |
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**Requirements**

**Functionality required for the system**

* Associate Employee Time Entry With Company Projects
* Create Employee Time Entry Based On Timer
* Generate Project Level Reports
* View Time Spent On Specific Issues (JIRA Integration?)
* Send Email Notifications To Manager
* View Project Time Chart
* Accept Employee Time Submission
* Decline Employee Time Submission
* Override Employee Time Submission

**The data to be managed by the system**

* Employee Time Submission
  + Employee Time Entries (1-n)
* Employee Time Entry
  + Employee Name or ID (1-1)
  + Time Interval (1-1)
  + Issue or Project ID (1-1)
* Report
  + Report ID (1-1)
  + Report Description (1-1)
  + Report Data (1-1)
  + Timezone (1-1)

**Timing of functionality presented**

1. Employee Makes Time Submission
2. System Sends Email Notifications To Manager
3. Manager Views Submission
4. Manager Accepts/Declines/Overrides Employee Time Submissions

**Non-functional requirements**

* Emails must be sent to Manager on Monday Mornings
* Weekly Reports Must Be Cut Off At 11:59PM In Report Timezone
* Integrity - No Loss Of Time Entry Submissions
* Cost - Must Be Less Than JIRA Or Similar Products

**Installation requirements**

* Preference For Cloud Backend